

# Operator's Lesson Plan

## Protection Order File

### I. Introduction

The Protection Order File contains court orders that are issued to prevent acts of domestic violence against a person or to prevent a person from stalking, intimidating, or harassing another person. Orders are issued by both civil and criminal courts. The types of protection orders issued and the information contained in them vary from state to state.

### II. Objective

Upon completion of this lesson, the user will be able to answer test questions related to the Protection Order File.

### III. Criteria for Entry

Each record in the POF **must** be supported by a protection order. Protection orders must meet the following criteria before an entry can be made into the file:

1. The protection order must have been issued for the purpose of preventing violent or threatening acts or harassment against, or contact or communication with, or physical proximity to another person. This includes temporary and final orders issued by civil or criminal courts (other than support or child custody orders).
2. Civil protection orders may be entered.
3. The Federal Violent Crime Control and Law Enforcement Act of 1994 (Crime Bill), provides that any protection order that is consistent with the criteria established by the law, that is issued by a court of one state, shall be accorded full faith and credit by the court of another state, and enforced as if it were an order of the enforcing state.
4. IC 35-46-1-15.1 (10) an order issued in a state other than Indiana that is substantially similar to an order described in subdivisions (1) through (9): commits invasion of privacy, a Class B misdemeanor. However, the offense is a Class A misdemeanor if the person has a prior unrelated conviction for an offense under this section.
5. IC 5-2-9-8 Sec. 8. A law enforcement agency that received a copy of an Indiana order or a foreign protection order shall enter the information received into the Indiana data and communications system (IDACS) computer under IC 5-2-5-12.

# Operator's Lesson Plan

6. Records for protection orders that have no expiration are referred to as nonexpiring records (NONEXP). These records will remain active until cleared or canceled by the entering agency.
7. Temporary and Emergency Records:  
Records for temporary or emergency protection orders cannot have an expiration date that exceeds one year. Records for temporary protection orders (ETO or ETOC) cannot be modified to an EXP date greater than one year from date of entry.

## IV. Retention Period

1. A POF record will remain active until it is canceled or cleared by the entering agency or until the order expires.
2. Records for protection orders that have no expiration are referred to as nonexpiring records (NONEXP). These records will remain active until cleared or canceled by the entering agency.
3. Records for temporary or emergency protection orders cannot have an expiration date that exceeds one year.
4. Five days prior to an order's expiration date, an unsolicited \$.P. administrative message will be sent to the ORI of record. This message will serve to notify the agency of the order's impending expiration date (EXP). It also serves to remind the agency that the record will have to be modified if the EXP is changed by the court. If no action is taken by the entering agency to modify the EXP, the record will expire after the fifth day.
5. Inactive records (expired or cleared) will be accessible, via the QPO message, for the remainder of the year in which the record was cleared or expired plus 5 years.
6. IC 5-2-5-12b, subsection c: Requires that if a protective order is removed from a repository, the law enforcement agency responsible for the repository shall delete the information from IDACS. All Indiana records also will be deleted from NCIC.
7. There are no clear procedures for Protection Order entries. All entries are cancelled (XPO).
8. POF records cannot be located.

# Operator's Lesson Plan

## A. Protection Order Data Entry Transaction (EPO/EPOC/ETO/ETOC)

### Agency/Case Data

1. Court ORI (CTI)
  - a. Enter the nine character alphanumeric ORI.
2. Protection Order Conditions (PCO)
  - a. Required.
  - b. An additional seven conditions may be added by entering a supplemental record.
  - c.
    - 01 The subject is restrained from assaulting, threatening, abusing, harassing, following, interfering with, or stalking the protected person and/or the child of the protected person.
    - 02 The subject may not threaten a member of the protected person's family or household.
    - 03 The protected person is granted exclusive possession of the residence or household.

# Operator's Lesson Plan

- 04 The subject is required to stay from the residence, property, school or place of employment of the protected person or other family or household member.
  - 05 The subject is restrained from making any communication with the protected person, including but not limited to personal, written or telephone contact, or their employers, employees or fellow workers, or others with whom the communication would be likely to cause annoyance or alarm the victim.
  - 06 The subject is awarded temporary custody of the children named.
  - 07 The subject is prohibited from possessing and/or purchasing a firearm or other weapon.
  - 08 See Miscellaneous Field for the comments regarding the specific terms and conditions of the order.
- 3. Protection Order Number (PNO)
    - a. Enter three to fifteen alpha-numeric characters in this field.
  - 4. Expiration Date (EXP)
    - a. Required.
    - b. The date the protection order expires. If the protection order does not have an expiration date, NONEXP should be entered.
    - c. The date entered must be later than the current date.
    - d. If MKE is for a Temporary Protection Order, EXP must be earlier than or equal to the current date plus one year.
  - 5. Date Protection Order Issued (ISD)
    - a. Required.
    - b. Can not be later than the current date.
    - c. MMDDYYYY.
  - 6. Brady Record Indicator (BRD)
    - a. Required.
    - b. Protection orders meeting certain criteria disqualify an individual from possessing, purchasing, or receiving a firearm per Federal Law 18, USC 922.
      - 1. Does the order protect intimate partner or child?
      - 2. Did the subject have opportunity to participate in

# Operator's Lesson Plan

- hearing regarding order?
  - 3. Does the order find subject a credible threat or explicitly prohibit physical force?
  - d. If the criteria are met and the subject is considered Brady disqualified, Y should be entered in the BRD Field.
  - e. Emergency or temporary orders issued *ex parte* do not meet the criteria specified by law and, therefore, N must be entered in the field.
  - f. Prior to entering the record, an entering agency should make every attempt to determine the firearm disqualification status. The U code should only be used when it is impossible to make that determination.
- 7. Caution and Medical Conditions (CMC)
  - a. When a record is entered with a caution indicator, the MKE ends with C, and the CMC Field must contain a valid caution and medical code.

## Protected Person Data

- 1. Name (PPN)
  - a. The name of the person protected by the order.
- 2. Sex (PSX)
  - a. F – Female.
  - b. M – Male.
- 3. Race (PPR)
  - a. Required.
  - b.
 

A	Asian or Pacific Islander
I	American Indian or Alaskan Native
B	Black
W	White
U	Unknown
- 4. Date of Birth (DOB)
  - a. Mandatory if information is placed in the PPN Field.
- 5. Social (SOC)
  - a. Must be nine (9) numeric characters.

# Operator's Lesson Plan

## V. Protection Order Supplemental Entry

Up to 99 AKA's can be added to a Protection Order, along with 9 additional DOB's, SMT's, MNU's, SOC's, OLN's, LIC's, VIN's, PPN's. Also 7 Additional PCO's, 10 CMC's, and 12 IMN's.

## B. Enter Supplemental Data – Protection Order (ENPO)

**Omnibox Force**

File Forms Edit Comm Options Tools Windows Links Help

Transmit Message Window Message Log

**ENTER SUPPLEMENTAL DATA - PROTECTION ORDER (ENPO)**

**- AGENCY/CASE DATA**  
 Originating Agency Code (ORI)

**- RECORD IDENTIFYING DATA**  
 ID# Number (ID#)   
 Agency Case Number (OCA)

**- SUPPLEMENTAL AGENCY/CASE DATA**  
 Protection Order Conditions (PCO)  ...  ...  ...  
 Caution and Medical Conditions (CMC)  ...  ...  ...

**- SUPPLEMENTAL PERSON DATA**  
 Alias Name (AKA)  Date of Birth (DOB)   
   
   
 Scars Marks and Tattoos (SMT)  ...  ...  ...  
 Social Security Number (SOC)     
 Miscellaneous Number (MNU)  ...  ...  ...  
 License Number (OLN)  State (OLS)  Year (OLY)

**- SUPPLEMENTAL VEHICLE DATA**

Command:

FOX-PRIM T DPS19 TRN19 LOG 0 Message 9:16

Datamaxx Leading Law Enforcement Technology

# Operator's Lesson Plan

## C. Modify Protection Orders (MPO, MTO)

**Omnibx Force**

File Forms Edit Comm Options Tools Windows Links Help

Transmit Message Window Message Log

**PROTECTION ORDER DATA MODIFY TRANSACTION (MPO/MTO)**

**MODIFY AGENCY/CASE DATA**

Originating Agency Code (ORI) \_\_\_\_\_ Message Key (MKE) \_\_\_\_\_

Agency Case Number (OCA) \_\_\_\_\_

Notifying Agency (NOA) \_\_\_\_\_ Court ORI (CTI) \_\_\_\_\_

Protection Order Conditions (PCO) \_\_\_\_\_ Protection Order Number (PNO) \_\_\_\_\_

Expiration Date (EXP) \_\_\_\_\_ Date Protection Order Issued (DSI) \_\_\_\_\_

Brady Record Indicator (BRD) \_\_\_\_\_ Caution and Medical Conditions (CMC) \_\_\_\_\_

**MODIFY PERSON DATA**

Name (NAM) \_\_\_\_\_ Sex (SEX) \_\_\_\_\_

Race (RAC) \_\_\_\_\_ Height (HGT) \_\_\_\_\_ Weight (WGT) \_\_\_\_\_

Hair Color (HAI) \_\_\_\_\_ Eye Color (EYE) \_\_\_\_\_ Skin Tone (SKN) \_\_\_\_\_

Date of Birth (DOB) \_\_\_\_\_ Place of Birth (POB) \_\_\_\_\_

Scars Marks and Tattoos (SMT) \_\_\_\_\_ Social Security Number (SOC) \_\_\_\_\_

Miscellaneous Number (MNU) \_\_\_\_\_ FBI Number (FBI) \_\_\_\_\_

Finger Print Classification (FPC) \_\_\_\_\_ DNA Available (DNA) \_\_\_\_\_

DNA Location (DLO) \_\_\_\_\_

License Number (OLN) \_\_\_\_\_ State (OLS) \_\_\_\_\_ Year (OLY) \_\_\_\_\_

Miscellaneous (MIS) \_\_\_\_\_

FOX-PRIM T DPS21 TRN21 LOG 0 Message 12:37

Datamaxx Leading Law Enforcement Technology